


LEGAL NOTICE NOTICE OF SALE OF SURPLUS USED/DAMAGED OFFICE FURNITURE

Panola County will sell by sealed bids the following office furniture.

- 17 -Wooden and metal chairs
- 8 - Desks
- 6 - Office tables
- 2 - Book Shelves
- 2 - Glass desk toppers

Bid specification and bid forms will be available and bids will be accepted in the County Judge's Office, Room 216-A, Panola County Courthouse, until 1:30 p.m. Tuesday, November 28, 2017. Appointments to inspect furniture may be made by contacting Fred Hightower, Maintenance Supervisor at 903-692-2844 or John Depresca, Panola County Sheriff's Office at 903-693-0333.


LeeAnn Jones
County Judge

PANOLA COUNTY
INVITATION TO BID

INSTRUCTIONS/TERMS OF CONTRACT

By order of Commissioners' Court of Panola County, Texas sealed bids will be received for:

USED/DAMAGED OFFICE FURNITURE

IT IS UNDERSTOOD that the Commissioners' Court of Panola County, Texas reserves the right to reject any or all bids for any or all services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the bidder in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

Not later than **1:30 P.M. TUESDAY, NOVEMBER 28, 2017**

MARK ENVELOPES:

"SEALED BID – USED/DAMAGED OFFICE FURNITURE"

ALL BIDS MUST BE RECEIVED IN THE COUNTY JUDGE'S OFFICE
BEFORE OPENING DATE AND TIME

SIGNATURE OF BIDDER

SPECIFICATIONS FOR USED/DAMAGED OFFICE FURNITURE

1. 17 – WOODEN AND METAL CHAIRS
2. 8 – DESKS
3. 6 – OFFICE TABLES
4. 2 – BOOK SHELVES
5. 2 – GLASS DESK TOPPERS

1. ALL EQUIPMENT IS “USED” AND SHALL NOT BE CONSIDERED WORKING AS DESIGNED.
2. EQUIPMENT MAY NOT CONTAIN ALL INTERNAL PARTS.
3. SUCCESSFUL BIDDER SHALL REMOVE ALL ITEMS FROM THE COURTHOUSE BY 4:00 P.M., TUESDAY, DECEMBER 5, 2017.
4. PAYMENT SHALL BE MADE TO **JONI REED, COUNTY TREASURER, 110 S. SYCAMORE ST., CARTHAGE, TEXAS 75633** BEFORE ITEMS ARE REMOVED.
5. APPOINTMENTS TO INSPECT ITEMS MAY BE MADE BY CONTACTING **FRED HIGHTOWER, MAINTENANCE SUPERVISOR AT 903-692-2844 OR JOHN DEPRESCA, PANOLA COUNTY SHERIFF’S OFFICE AT 903-693-0333.**

Signature

BID FORM AND CONTRACT

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING TO PANOLA COUNTY, TEXAS IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm, or corporation; and that I (we) have carefully examined the advertisement, instructions to bidders, specifications and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids.

I HEREBY BID \$ _____ (TOTAL) FOR THE DESCRIBED USED ELECTRONIC EQUIPMENT.

DATE: _____

FIRM: _____

BY: _____

ADDRESS: _____

ACCEPTED DATE: _____

PANOLA COUNTY, TEXAS

BY: _____

SIGNATURE OF BIDDER: _____